



Classification: Research Program Specialist II (Demography)	Position No. 8200-5771-001 (residential)
CBID: R10	Office: Demand Analysis
Date Prepared: December 19, 2014	Division: Energy Assessments
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Research Program Specialist II (Demography) (RPS II) is under the general supervision of the Energy Commission Supervisor II (FO) of the Data Analysis and Survey Unit. The incumbent has a high level of knowledge, motivation, skill, and ability that is above the journey level and is responsible for independently planning, designing, organizing, and conducting major complex studies in a specialized subject matter area. Under the guidance of the data collection project manager, the RPS II, as the primary subject matter expert in demography, designs survey instruments and plans, develops demographic and economic data analysis methodology, monitors survey implementation to ensure demographic representativeness, manages contracts, and responds to data requests from Energy Commission staff and external entities.

WORKING CONDITIONS: The work is primarily performed indoors in an office and meeting-room setting, and involves sitting, standing, and walking. Travel may be necessary to participate in data collection activities and training, attend workshops, hearings, and meetings away from the Energy Commission's headquarters. Additional hours beyond an eight-hour workday or a forty-hour workweek may be required.

- 20% Conducts assessments of demographic patterns, evaluates the scope and design of survey instruments and research plans in characterizing residential energy consumption, oversees the development of residential focused survey methodologies, and prepares comparisons with other surveys including census and Department of Finance data to ensure survey representation. Plans and designs new data collection procedures and ensures the data is collected in the most efficient manner possible, leveraging technologies and evaluating new methodologies and collaborative opportunities for data collection. (E)
- 20% Collaborates with other data collection staff on data governance activities including determining the source of data issues and design specific corrective actions to improve data quality and characteristics. Monitors corrective actions and ensures the implementation results in data quality improvements. Assists data governance activities including: designing metrics, identifying, tracking, and prioritization of data quality issues. Reviews and confirms the accuracy of the input data used for forecasting. Assist in the identification and evaluation of new data sources, data collection methods, and identifies other strategies to improve data quality. Manages or assists in managing contracts related to residential sector studies. (E)
- 15% Participates in data quality activities that involve data quality measures, data collection strategies, development of representative sampling strategies, and the preparation of procurement documents to support data quality objectives. Collaborates with staff in the preparation and revision of data quality procedures and methodologies for the residential sector. Ensures residential forecast data is in a format that can be used and prepares responses to data queries. (E)

DUTY STATEMENT

- 15% Oversees quality and compliance with the survey plan for residential sector survey activities and manages contractor residential data collection. May participate in site visits during data collection to ensure data collection methods are appropriate and contractor staff correctly capture energy consumption data. Participates in surveyor training activities and reviews contractor proposed data collection methodologies to ensure data quality is maintained. (E)
- 15% Assists other staff with residential-related analyses including the impact and benefits of the data on demand forecast disaggregation, energy efficiency impacts, market potential analyses, building standard impacts, and appliance standard impacts. Ensures the data transformation activities are implemented appropriately and data quality is maintained for all analytical purposes. (E)
- 10% Serves a supporting role in workshops, hearings, conferences, and meetings regarding data collected and any reports produced using the data. Collaborates with Energy Commission staff on commercial and industrial energy consumption activities when appropriate. Provides well-written and concise reports and/or technical papers that present the data to staff, Commissioners, and other governmental agencies. (M)
- 5% Performs other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Employee Date </div> <div>Research Program Specialist II (Demography)</div>	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> ANDREA GOUGH Date </div> <div>Energy Commission Supervisor II</div>